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## Job details

Job 1 of 1

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**General Information** The Probation Department, Human Resources Division, Employment Services Section is seeking a well-qualified and highly motivated individual to fill the position of Management Analyst in the Classifications and Compensation Unit.

**Requirements** Permanent County of Los Angeles employees who hold the payroll title of **Management Analyst** can apply for this vacancy.

Those interested are invited to submit their resume with cover letter, copies of their last (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Shanda Wallace  
Probation Department  
9150 E. Imperial Highway  
Downey, CA 90242  
Phone: (562) 658-0305  
Fax: (562) 658-4757

Please fax documents to (562) 658-4757, **attention Shanda Wallace by Friday, July 13, 2012**. Please include your name, position title, and bulletin number on all faxed documents.

**All materials submitted will be reviewed and only the most qualified candidates will be invited for an interview.**

### Desirable Qualifications

- Very good knowledge of the Civil Service Rules, DHR Policies Procedures and Guidelines, principles and practices of public personnel administration, including job classification and compensation.
- Experience in processing Verification of Experience Letters.
- Familiarity with conducting job analyses and classification studies to identify and determine the particular job duties and requirements and the relative importance of these duties for a given job.
- Experience in utilizing information technology in coordinating and administering the classification and compensation policies and procedures; navigating complex data in the system; and conducting research on the Internet to collect data and other information.

- Proficient in Microsoft Word and Excel, CWTAPPS, eHR, SABA/LMS and Talent Management related programs.
- Very good verbal and written communication and presentation skills.
- Ability to plan, organize and prioritize work on multiple projects.
- Demonstrated ability to think strategically, analyze facts/problems and make decisions.
- Good work ethics and personal integrity.
- Demonstrated ability to work in a team environment, as well as independently with general supervision.

**Duties**

- Analyzes and reviews requests for Verification of Experience Letters to ensure compliance with Civil Service Rules, classification principles, and DHR Policies, Procedures, and Guidelines.
- Makes recommendations related to the approval of requests for Out-of-Class, Additional Responsibilities, and Temporary Assignment bonuses.
- Conducts, prepares technical reports and provides recommendations on requests for classifications studies.
- Advises, answers questions, and offers solutions to departmental staff and management to problems related to classification and compensation matters.
- Coordinates, develops and updates Performance Work Plans for all the classifications in the Department.
- Researches information (via Internet, data analysis techniques, computer systems, interviews/focus groups, etc.) that relate to the changing needs in the classification and compensation processes in the County.
- Interprets the Civil Service Rules, federal and state employment laws, and DHR policies pertaining to classifications and compensation procedures/matters for employees and management.
- Confers with various county departments, such as the CEO and DHR regarding issues and concerns related to classification and compensation.

**Vacancy Information**

This transfer opportunity is located in the Human Resources Division of the Probation Department Headquarters at 9150 E. Imperial Highway, Downey, California 90242.

**\*THIS IS NOT A CIVIL SERVICES EXAMINATION.**

**Available Shift**

Day

**Contact Name**

Shanda Wallace

**Contact Phone**

(562) 658-0305

**Contact Email** Shanda.Wallace@probation.lacounty.gov

**Job Field** Human Resources

**Job Type** Administrative Support

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